

Pregnancy Maintenance Initiative (PMI) 2015-2016

Date Generated: 03/12/2015

Leavenworth County Health Department

Period: 07/01/2015 - 06/30/2016

Filter(s): Leavenworth County Health Department

Grouping A - Administration and Management

Goal: A.1 - Capacity building and accountability

Status: 0% Complete

Attachments: Leavenworth County Health Department Organizational Chart; Leavenworth County Health Dept Non-Profit Status

Attach proof of Non-Profit Status (501(c)(3))

List staff names, positions and email addresses.: Jamie Miller, Director JMiller@leavenworthcounty.org

Katie Schneider, Office Manager KSchneider@leavenworthcounty.org

Teresa Wilson, Account Clerk TWilson@leavenworthcounty.org

Lisa Hattok, Social Worker/Case Manager LHattok2@leavenworthcounty.org

Summarize your staff management plan to include verification of staff licensure, staff orientation, performance appraisal process and professional development plan.: *The Leavenworth County Health Department's PMI manual is developed based off of the KDHE PMI manual. *Social Worker/Case Manager will maintain a social work license through the State of Kansas Behavioral Sciences Regulatory Board. *Social Worker/Case Manager will complete a minimum of 40 Continuing Education Units every two years with a minimum of 3 Ethics CEU's as required by the BSRB. *The case manager will have a minimum of two years experience working with pregnant women. *New staff will be trained using the PMI manual. They will receive a copy of the PMI manual, HIPAA training, FEMA training, and a copy of the LCHD's Policies and Procedures manual. *Staff meets with the supervisor on a weekly basis to determine challenges and progress in the program. *The case manager will attend the annual Governor's Conference for the Prevention of Child Abuse and Neglect. *The office manager uses a tracking system to notify staff when their license renewals are coming due again. *Staff is required to provide the Leavenworth County Health Department with photocopies of their credentials and licensing renewals. *Social Worker/Case Manager will be required to attend the annual PMI meeting and/or technical assistance sessions provided by the KDHE staff. *The PMI Program Manager will participate in any scheduled site visits provided by KDHE. *Staff will submit quarterly Certified Affidavits of Expenditures and PMI Demographic Summaries. *Staff will submit mid-year and annual PMI Narrative Reports. *Social Worker/Case Manager's Professional Development Plan includes: *Solid communication and interpersonal skills *Demonstrate professional practice *Plan, carry out and review social work practice *Assess the needs and circumstances of clients *Support, Lobby, and advocate for clients *Provide competent case management *Social Worker/Case Manager's performance appraisal process will include an evaluation conducted by her department head every 6 months. It will include evaluation on: *Job Knowledge/Skills *Productivity/Quantity of Work *Quality of Work *Interpersonal Relations *Communication *Dependability/Responsibility *Work Safety *Technical Knowledge *Job Objectives *Judgment/Problem Solving

Attach an Organizational Chart in the attachment section above

Did you attach an Organizational Chart in the attachment section?: Yes

Strategy: A.1.1 - Build internal capacity

Status: 0% Complete

Requirement: A.1.1.1 - Attend annual meeting/training provided by KDHE

Status: 0% Complete

Requirement: A.1.1.2 - Provide orientation and training of new staff

Status: 0% Complete

Requirement: A.1.1.3 - Develop a method for recruiting selecting, and training staff

Status: 0% Complete

Strategy: A.1.2 - Communicate and coordinate local work with State staff

Status: 0% Complete

Requirement: A.1.2.1 - Submit Affidavit of Expenditures and Client Demographic Summary quarterly

Status: 0% Complete

Requirement: A.1.2.2 - Submit Narrative Report mid-year (for first six months) and annually (for 12 month period)

Status: 0% Complete

Requirement: A.1.2.3 - Participate in site visits and technical assistance calls as requested by the State

Status: 0% Complete

Goal: A.2 - Program evaluation

Status: 0% Complete

Attachments: Leavenworth County Health Department Client Satisfaction Survey; Leavenworth County Community Needs Assessment

Summarize your program evaluation methods to include how you will expand services to meet community needs.: *A community needs assessment form has been completed for Leavenworth County. It indicates the community needs more safety net clinics, urgent care clinics, public transportation services, specialists, primary care access and physicians, and difficulty in recruiting Healthcare providers. Our agency cannot provide these services, however, we can refer to the physicians and agencies we currently have.

*Listen to community needs by attending community meetings, answering phone calls, and interacting with co-workers and peers.

*Discuss community needs with director and head supervisor to determine how to further meet those needs.

*Create and maintain an advisory group that reflects the community's race, ethnicity and socioeconomic status. Minutes will be kept for each meeting.

*Provide every client with a survey to be completed prior to exiting the program.

*Read through all the survey data.

*Review client surveys to determine program strengths and weaknesses.

*Determine if the program goals have been met.

*If goals have not been met; determine the reasons why not. Then seek ways to improve the goals.

*Attempt to identify patterns of needs and label those categories.

*Search for ideas to improve weaknesses.

*Organize survey comments into: concerns, suggestions, strengths, weaknesses, similar experiences, and recommendations.

*Keep surveys for several years in case needed for future reference.

Estimate the total number of women to be served during the grant period.: 40

Attach a Client Satisfaction Survey in the attachment section above

Did you attach a Client Satisfaction Survey in the attachment section?: Yes

Strategy: A.2.1 - Develop a program assessment process to ensure services are provided as proposed

Status: 0% Complete

Requirement: A.2.1.1 - Develop and use a client satisfaction survey

Status: 0% Complete

Requirement: A.2.1.2 - Develop and maintain program policies and procedures that are based on program standards and guidelines.

Status: 0% Complete

Strategy: A.2.2 - Create and maintain a functioning advisory group

Status: 0% Complete

Requirement: A.2.2.1 - Composition of the advisory group will reflect the community (race, ethnicity, SES)

Status: 0% Complete

Requirement: A.2.2.2 - Regular meetings will be held and minutes of the meeting kept

Status: 0% Complete

Grouping B - Data and Information

Goal: B.1 - Measure program impact**Status:** 0% Complete**Attachments:** Leavenworth County Health Department PMI Intake & Needs Assessment; Leavenworth County Health Dept TPTCM and PMI referral form**How will you measure effectiveness of services, interventions and referral networks?:** *Clients will complete an intake and needs assessment. Effectiveness will be determined by:

*If clients remain in the program until their goals are met.

*If clients indicate they like and appreciate the services.

*Evaluating the number of complaints in ratio to the number of compliments.

*Building rapport with community collaborations by attending at least one monthly community meeting.

*If the program is serving a minimum of 40 clients in a fiscal year

*The number of referrals from community collaborations is greater than 12 in a year.

*If the KDHE annual pregnancy report for the state of Kansas indicates abortions and stillbirths are declining in Leavenworth County.

How will you ensure services provided are those needed by clients?: *Case manager will use the results/data of the Leavenworth County Community Needs Assessment to determine what the community needs are.

*Utilizing client feedback from client surveys. Consider age, gender, race, ethnicity, services provided and outcome.

*Utilizing client feedback from the intake and needs assessment.

*Identifying client expectations upon enrollment.

*Resolving issues or concerns immediately.

*Being proactive

Strategy: B.1.1 - Develop an evaluation tool to measure program effectiveness**Start Date:** 07/01/2015**End Date:** 06/30/2016**Status:** 0% Complete**Requirement: B.1.1.1 - Gather and use data to plan and evaluate interventions and referral networks****Status:** 0% Complete**Requirement: B.1.1.2 - Gather and use data to assess program impact****Status:** 0% Complete**Grouping D - Interventions to Improve Public Health****Goal: D.1 - Provide services to enable pregnant women to carry their pregnancies to term****Status:** 0% Complete**Attachments:** Leavenworth County Health Department Goal Planning Sheet; Leavenworth County Health Department Goal Tracking Sheet; Leavenworth County Health Department Social Worker Screening Tool; Leavenworth County Health Dept Intake and Needs Assessment Form

Describe services to be provided to pregnant women that will enable them to carry their pregnancies to term.: *The LCHD will maintain written protocols indicating the mothers will complete an intake & needs assessment form and a goal planning form upon enrollment in the PMI program. The case manager will assist the mothers in reaching their goals by providing adequate resources and referrals.

- *Case managers will attend an adoption training class.
- *The PMI program will not promote or provide abortion information or referrals.
- *Provide adoption referrals for counseling and support
- *Develop Birth Plans
- *Ensuring 100% of the mothers have access to prenatal medical care.
- *Support for housing
- *Encouragement and support to obtain a high school diploma or GED.
- *Education and assistance to obtain drug and alcohol treatment.
- *Education and assistance to quit smoking while pregnant.
- *Assistance to any domestic violence shelter for safety and education.
- *Assistance in obtaining child care.
- *Providing parenting education and support.
- *Referrals to local public transportation services.
- *Assistance in obtaining mental health services.

Describe the adoption services and pregnancy education to be provided as part of the program.: Case Manager will refer the mothers to From Heart to Home Infant Adoption through Kansas Children's Service League if they are considering or have chosen adoption services. From Heart to Home provides:

- *Counseling Sessions
- *Individual Service Plan development and review
- *Weekly visits with the birth parents which in the following occurs:
 - *Grocery shopping as needed.
 - *Assistance with bill payment.
 - *Transportation as needed.
 - *Assistance in budget planning.
 - *Assistance in obtaining housing.
 - *Assistance with other resources as needed.
- *On-going support for the decision of placing the child for adoption.
- *Legal consultation
- *Genetic profile of the birth parents.
- *Social History of the birth parents.
- *Genogram and Ecomap.
- *Pre-registration at the hospital
- *Facilitating meetings and/or communication between the birth parents and adoptive parents.
- *Paternity testing

Pregnancy Education will consist of these materials coupled with case management services:

- *The Period of Purple Crying
- *Safe Sleep
- *What to Expect When You're Expecting
- *Heading Home With Your Newborn
- *American Academy of Pediatrics Caring for Your Baby and Young Child
- *KanQuit
- *Futures without Violence
- *Basic Time Management
- *Basic Money Management
- *Basic Home Management
- *What To Do When Your Child Is Sick
- *Becoming a Mom
- *Labor and Delivery dvd's
- *Newborn care
- *Providing for birthing and breastfeeding classes
- *Car Seat Safety

Estimate number of pregnant women to be served in grant period.: 40

Strategy: D.1.1 - Assure that no individuals unable to pay will be denied pregnancy maintenance services

Status: 0% Complete

Requirement: D.1.1.1 - Have on file written protocols that clearly outline how the local pregnancy maintenance services are to be implemented

Status: 0% Complete

Strategy: D.1.2 - Adoption services and pregnancy education will be part of the program

Status: 0% Complete

Requirement: D.1.2.1 - Case managers to attend adoption training class

Status: 0% Complete

Requirement: D.1.2.2 - Provide plan for providing adoption as an option

Status: 0% Complete

Requirement: D.1.2.3 - Provide adequate resources and referrals

Status: 0% Complete

Goal: D.2 - The program shall not perform, promote or refer for education in favor of abortion.

Status: 0% Complete

Can you provide assurances that the program will not perform, promote or refer for education in favor of abortion?: Yes

Select all counties to be served below

County: Leavenworth

Strategy: D.2.1 - Provide assurances

Status: 0% Complete

Grouping E - Communications and Promotions

Goal: E.1 - Increase public awareness of services and generate buy in

Status: 0% Complete

How will you promote your Pregnancy Maintenance Initiative (PMI) services to the community?: *The PMI program will be advertised on the Leavenworth County Health Department's Facebook page. *The PMI program will be advertised on the Leavenworth County Health Department's Twitter account. *The PMI program will be advertised in the Leavenworth Times. *Monthly letters will be mailed to expectant mothers on the Kansas Medicaid list for Leavenworth County. *Case manager will provide hospitals, physicians, schools and other community agencies with information regarding the PMI program.

What are your planned outreach activities?: *Attend the monthly Project LEAD meetings.

*Attend the monthly Leavenworth County Breastfeeding Coalition meetings.

*Attend the quarterly Leavenworth LICC meetings.

*Attend the Leavenworth Child Abuse Prevention Council meetings.

*Give presentations to the Leavenworth County High Schools.

*Give presentations to The Guidance Center.

*Participate in the Leavenworth County health fairs.

*Participate in the Leavenworth County Fair educational booth.

Strategy: E.1.1 - Promote services to community

Status: 0% Complete

Strategy: E.1.2 - Planned outreach activities

Status: 0% Complete

Strategy: E.1.3 - Target and recruit clients

Status: 0% Complete

Grouping F - Partnerships

Goal: F.1 - Collaborative partnerships with community providers

Status: 0% Complete

Attachments: Leavenworth County Health Department Referral Form; Leavenworth County Health Department Quarterly Referral Tracking Form

Who are your key community partners and their role in providing PMI-related services?: *Birthright--maternity and infant clothes and supplies

*Lamb's Inn--maternity and infant clothes and supplies; pregnant and parenting information

*Welcome Central--public transportation

*Council on Aging--public transportation

*Salvation Army--clothing, toys, books and utility assistance

*St. Luke's Cushing Hospital--newborn care and birthing classes

*Providence Medical Center--birthing classes

*University of Kansas Hospital--breastfeeding, newborn care, and birthing classes

*Kansas City Kansas Community College--GED and CNA classes

*Lansing Educational Achievement Program (LEAP)--alternative high school

*Leavenworth High School--alternative high school and credit recovery program

*Leavenworth Catholic Charities--school supplies; utility, clothing and food assistance

*Department for Children and Families--child support, child care, Kancare, food stamps, and cash assistance

*WIC--breastfeeding classes, nutritional information, food assistance

*LCHD Family Planning program--birth control education and option information

*LCHD Immunization Clinic--immunizations for children

*LCHD M&I Clinic--prenatal care

*Leavenworth County Headstart and Early Headstart--education and early intervention services

*Parents As Teachers--Parenting information; Parenting classes

*Leavenworth County Infant-Toddler Services--Tiny K---early intervention services

*Leavenworth County Workforce Center--job readiness; assistance with obtaining GED and associate degrees

*St. Vincent Clinic--medical care; dental care

*Leavenworth County EMS--car seat inspections

When referring for services outside the program, what are the processes for initial referrals and for follow-up after referral?: *Leavenworth County Infant-Toddler Tiny-K has their own referral form. It is faxed to them and the occupational therapist contacts the case manager with the results. *St Luke's Cushing Hospital and Providence Medical Center services are arranged over the phone between hospital staff and the case manager. The hospital staff contacts the case manager if the client does not follow through. *The remaining referrals are marked on the Leavenworth County Health Department referral form and the receiving agency is to email or fax the referral back indicating the services the client received. *Case manager will use the Leavenworth County Health Department Quarterly Referral Tracking form to keep track of the number of referrals completed and their outcome.

Strategy: F.1.1 - Build and maintain local partnerships

Status: 0% Complete

Requirement: F.1.1.1 - Develop and maintain collaborative partnerships with community providers of related services

Status: 0% Complete

Requirement: F.1.1.2 - Develop referral sources for related services

Status: 0% Complete

Requirement: F.1.1.3 - Track referrals made and outcomes of those referrals

Status: 0% Complete